



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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REVISED

May 19, 2009

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

26 MAY 26, 2009

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions, by adding new classifications and an unclassified position, by making a salary change, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add four (4) classifications and one (1) unclassified position, to change the salary of one (1) non-represented classification, and to implement the results of various classification studies.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications. In those cases where an encumbered position is downward reclassified, the employee retains his payroll title and, therefore, experiences no negative financial impact. Once the reclassified position is vacated, however, the department may only make an appointment at or below the recommended classification within that series.

These actions are recommended based upon accepted principles of classification. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal of Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

New Classes

We are recommending the establishment of four (4) classifications and one (1) unclassified position in the County Classification Plan (Attachment A).

Department of Health Services

Three (3) Magnetic Resonance Imaging (MRI) classes, ranging from entry level to supervisor, will support the MRI Program at the LAC+USC Healthcare Network (LAC+USC). ~~Currently, both~~ Both the staffing and the MRI equipment are had been provided under contract. Currently, only staffing remains under contract since MRI equipment has been purchased. It is anticipated that these new classes and the recent purchase of three (3) MRI machines will facilitate the recruitment and retention of County employees and result in a significant contract cost savings.

Public Library

The Assistant Director, Capital Projects and Facilities Services (UC) will direct the department's new Capital Projects and Facilities Services Branch by managing the construction of new libraries and all refurbishments. The salary (R11) recognizes both the increased number and scope of active capital projects, and provides an appropriate salary differential with respect to the other management positions within the organization. Establishment of this unclassified position also reflects the continuing implementation of Measure A and the revised Management Appraisal and Performance Plan (MAPP). As you may recall, Measure A removed chief deputies and those next in line to the chief deputies from classified service.

Within this same branch, the Facilities Services Manager, Library will serve as assistant branch manager, and will coordinate and manage all building alterations, repairs, and maintenance for 85 libraries.

Salary Change

We are recommending a salary change for the Head, Support Services, Library, from S8 to S10 (Attachment A). This recognizes the position's recently expanded duties to include contract oversight and procurement. Concurrently, the position that formerly performed these duties is being reclassified to the lower level position of the Facilities Services Manager, Library (Attachment B).

Reclassifications

Based upon individual position studies, we recommend that 12 positions in six (6) departments be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

FISCAL IMPACT/FINANCING

The projected budgeted cost for the 12 positions that will be reclassified is estimated to total \$4,700 (all funds). Net County savings is estimated to be \$15,494. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan, and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments, through proper classification and compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DIL:WGL
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

CLASSES RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Savings/ Megaflex	8356	Assistant Director, Capital Projects and Facilities Services (UC)	N23 R11
Savings/ Megaflex	8354	Facilities Services Manager, Library	NM 103E
Horizons/ Choices <u>Options</u>	5782	Magnetic Resonance Imaging Technologist I	NM 84D
Horizons/ Choices <u>Options</u>	5783	Magnetic Resonance Imaging Technologist II	NM 86D
Horizons/ Choices <u>Options</u>	5784	Supervising Magnetic Resonance Imaging Technologist	NM 90D

NON-REPRESENTED CLASS RECOMMENDED FOR SALARY CHANGE

Item No.	Title	Current Salary	Recommended Salary
8351	Head, Support Services, Library	N23 S8	N23 S10

ATTACHMENT B

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

DEPARTMENT OF ANIMAL CARE AND CONTROL

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Animal Control Officer I NM 70C Represented	Intermediate Typist-Clerk NMV 62K Represented
1	Animal Control Officer I NM 70C Represented	Senior Typist-Clerk NMV 67D Represented

The two (2) Animal Control Officer positions are assigned to the Outreach and Enforcement/Licensing Unit which includes only three (3) other Intermediate Typist-Clerk positions. The primary work performed in this Unit is to verify that animal license payments collected by the Treasurer and Tax Collector are applied correctly into each customer's account. The first position reconciles the collection report from a Treasurer and Tax Collector database with payment stubs to ensure the license number and payment amounts match; scans payment stubs to update customer payment and information; applies additional payments to the customer's account; and completes the necessary paperwork to process customer refunds.

The above duties and responsibilities are identical to those performed by other Intermediate Typist-Clerk positions assigned to this unit. Therefore, we recommend downward reclassification.

In addition to performing the aforementioned clerical duties, the other Animal Control Officer I functions as a working supervisor for the Unit. Specific supervisory duties include writing performance evaluations and appraisals of promotability, and approving time-off requests.

The dual supervisory and subordinate staff duties assigned to this position, and the organizational structure are more consistent with the definition and allocation standards for the Senior Typist-Clerk class. Considering the Unit's small size, the absence of a supervisory level clerical position, and the limited scope of supervisory responsibilities assigned, we recommend downward reclassification to Senior Typist-Clerk. This is the designated working supervisor class within the Typist-Clerk Group.

CHIEF EXECUTIVE OFFICE

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Principal Personnel Assistant NM 88D Non-Represented	Personnel Assistant NM 73H Non-Represented
1	Secretary II NMV 69H Represented	Personnel Assistant NM 73H Non-Represented
1	Senior Typist-Clerk NMV 67D Represented	Personnel Assistant NM 73H Non-Represented

All positions are assigned to the Occupational Health Programs Section of the Risk Management Branch, and report directly to a Program Specialist III, CEO. The positions process medical records for prospective employees undergoing the required pre-employment physicals along with current employees undergoing required follow-up examinations. Specific duties include reviewing documents for completeness and accuracy, preparing typed correspondence, performing data entry, and responding to routine inquiries from various outside agencies (e.g., clinics, line departments) regarding the status of the examinations.

The above duties and responsibilities are more consistent with the allocation criteria for Personnel Assistant, a class which performs routine support work in a comprehensive countywide human resources program in the Chief Executive Office. Therefore, we recommend upward and downward reclassification of these positions to Personnel Assistant.

CHILD SUPPORT SERVICES DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Investigator I NW 90A Non-Represented	Administrative Services Manager I NM 93C Non-Represented
1	Investigator I NW 90A Non-Represented	Senior Departmental Personnel Technician NM 90D Non-Represented

The subject positions report to a Senior Departmental Employee Relations Representative, and are assigned to the Employee Relations Section of the department's Human Resources Division.

The first position investigates the more complex and sensitive internal/external complaints and referrals (e.g., Title VII discrimination complaints and referrals from non-County agencies). It also serves as a departmental advocate before the Civil Service and Employee Relations Commissions by preparing and presenting cases on behalf of departmental management. Lastly, the position provides technical advice orally and in writing to management regarding proposed discipline and other employee relations issues, to ensure that the appropriate response/action is taken in accordance with departmental and/or County policy.

The above duties are encompassed within the class concept of the Administrative Services Manager I, a class which can be used to provide a range of highly specialized human resources services within a department including advocacy. Therefore, we recommend upward reclassification.

The other Investigator I position conducts internal and external employee investigations that range from routine to complex in nature (e.g., misuse and abuse of County resources and equipment, threats of violence, and Title VII discrimination complaints). It also prepares correspondence which requires interpretation and application of pertinent laws, rules, and policies related to employee relations, and assists a Departmental Civil Service Representative in preparing matters for the Civil Service Commission. Lastly, it serves as department liaison, and facilitates labor-management meetings.

The scope of the assigned responsibilities meets the Senior Departmental Personnel Technician allocation criteria. Positions allocable to this class perform the more complex and non-routine assignments, and serve as a resource specialist in a technical personnel specialty area such as discipline and employee relations. Therefore, we recommend upward reclassification to Senior Departmental Personnel Technician.

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Intermediate Typist-Clerk NMV 62K Represented	Senior Typist-Clerk NMV 67D Represented

The subject positions report to a Supervising Children's Social Worker, and are assigned to the D-Rate Section of the Katie A. Division. The positions perform highly specialized clerical duties to ensure that approval is obtained for psychotropic medications for minors with psychiatric or mental illnesses. This assignment requires the positions to coordinate and communicate with the Dependency Court and various medical providers; prepare documents for submission to the Dependency Court to obtain approval for psychotropic medications; maintain a database to track all incoming medication requests and court records of approved or denied cases; prepare monthly reports regarding Court authorized psychotropic medications; and respond to case-related inquiries from foster family agencies, attorneys, social workers, physicians, nurses and courts.

Due to the critical nature of this assignment, the serious ramifications of errors, and the high degree of initiative and judgment required to meet the court deadlines, we recommend upward reclassification of these positions to the Senior Typist-Clerk class. This classification performs skilled typing work and highly specialized clerical duties requiring a highly specialized knowledge of a particular function with only general direction.

PUBLIC LIBRARY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Administrative Services Manager III NM 106B Non-Represented	Facilities Services Manager, Library (New Classification) NM 103E Non-Represented
1	Secretary III NMV 71H Represented	Management Secretary II NM 81K Non-Represented

The positions noted above will report directly to the Assistant Director, Capital Projects and Facilities Services (UC), and are being recommended for reclassification in conjunction with a departmental reorganization.

The Administrative Services Manager III manages and coordinates all building alterations and repairs; oversees maintenance for 85 library facilities and three (3) support facilities; provides guidance to employees and consultants; and ensures compliance with building codes, safety regulations, and County and departmental requirements. Prior to the departmental reorganization, this position was assigned to manage not only facilities services but also the contract and procurement services. However, these duties have now been reassigned to the Head, Support Services, Library position. Since the position's scope of work has been reduced, we recommend downward reclassification to the new Facilities Services Manager, Library classification which more accurately reflects the scope and responsibilities of the job.

The Secretary III provides full-time secretarial support to the Assistant Director, Capital Projects and Facilities Services (UC) (R11), a class commensurate to the deputy director positions within the department. Based on the overall scope of responsibility and level of supervisor served, this position meets the criteria for allocation to Management Secretary II, a class which provides full-time personal and confidential administrative secretarial assistance to a deputy director or head of a major branch in a medium-sized department. Therefore, we recommend upward reclassification to Management Secretary II.

DEPARTMENT OF PUBLIC SOCIAL SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Secretary IV NMV 73H Represented	Senior Secretary II NM 77K Non-Represented

The subject position provides full-time secretarial support to a Human Services Administrator II who serves as the Executive Director of the Commission for Public Social Services. This 15-member Board-appointed commission evaluates the department's programs and operations and makes recommendations to the Board and to the department regarding a broad range of public welfare issues. The Executive Director reports to one of the department's Assistant Directors (R15).

Based upon the level of the supervisor to which the secretary position reports, the overall scope of responsibility, and a review of other comparably structured County commissions, the position meets the criteria for allocation to the Senior Secretary II. As such, we recommend upward reclassification.